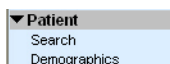


The left margin of the screen is the “Menu Bar”. You must first login with your Username and Password before you can Search for a patient record. Next, you must search for and retrieve a patient before you can get a shot record.

## 1. Search for a Patient



Click on **Patient** to expand the menu, then click on **Search** and enter the required information. *Only exact matches will be shown when a search is conducted using First Name, Last Name, and DOB*

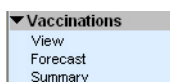


Once a search has been completed, a listing of possible matches appears below the search section. Click on the arrow next to the patient's name to retrieve the patient demographic record.

If that is not the patient record you want, click on **Search** to return to the original listing of possible matches to the search.

The **Advanced Search** can be used by clicking on the **Here** link in the upper right corner of the search page.

## 2. View a Patient's Immunization Record



Once the correct record has been retrieved, click on **View** under the **Vaccinations** header, to view the patient's Immunization history.

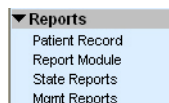
Click **Forecast** to see what Immunizations are due. Click **Summary** to see the Immunizations summary by vaccine family.

## 2. Create a Shot Record Card

Click **Reports** this will expand the menu, then click on **State Reports**. Now click the link for **Shot Record Card**.



## 3. Create a Patient Record



Click on **Reports** this will expand the menu, click on **Patient Record**. Under Vaccination Record choices, select **Immunization Record (summary)** to see the vaccines grouped by vaccine family.



*Be sure to explain to the parent the importance of maintaining an up-to-date copy of this record and presenting it each time the child receives immunizations. This will ensure that the appropriate immunizations will always be given.*